

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0786728

Date Posted: 07/02/12

POSITION NO: 211445

Closing Date: 07/16/12

CLASS CODE: 1235

POSITION TITLE: PROGRAM MANAGER I

DEPARTMENT NAME: DPS/Department of Highway Safety

DEPARTMENT NO: 78 WORKSITE LOCATION: Window Rock, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A

Days: Monday - Friday

Permanent: ☒

SALARY:

Hours: 8:00am - 5:00pm

Temporary: ☐

Duration: \$ 49,067.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervise subordinates through task distribution and evaluation. Knowledgeable in Traffic Laws within the Tribal, County, States, and Federal systems. Supervise and coordinate goals and objectives of the department. Plans, organizes, and implements comprehensive programs currently established. Assign and evaluate subordinates for program objectives and accomplishments. Responsible for compliance and assurance of Traffic Safety Laws established. Recommend suspension, revocation of Tribal Vehicle Operators Permit to Motor Vehicle Review Board. Responsible for all financial requirements on a monthly, quarterly, and yearly basis to sources within the Tribal, State, Federal and private agencies. Analyze budget requirements; perform expenditures, cost analysis, develop services, and implement fiscal and administrative procedures and controls. Responsible for grants, general funds and private source financial allocation, distribution, monitoring and evaluation. Responsible for resolutions, proposals, grants, and revisions. Provide technical assistance in policy update and new policy development. Assist and provide educational instructions as provided by program to schools, chapters, workshops, meetings, etc.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Public or Business Administration or a closely related program discipline; and

Experience:

Five (5) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities; of Navajo Nation, Federal and State Laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; of budget and reporting system, financial controls, program analysis and performance measures; and of program operational activities, mission and client service requirements. Skill in developing and analyzing program strategic plans, operating systems, procedures and controls budgets and forecasts; in formulating and executing, documents and reports, short and long-term goals and objectives and program performance measures; in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff, in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; and in the interpretation and analysis of Navajo Nation, Federal, State guidelines and regulations.

License/Certification Requirements:

PREFERRED: Must possess a Valid State Drivers License. Within six (6) months of employment, obtain a Navajo Nation Vehicle Operators Permit, Safety Instructors certificate, a DDC-4 certificate, and DWI/DUI Instructors certificate.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99